**Wiki Editing Cheat Sheet**

**General Page Editing Process Steps:**

Once you are logged onto the wiki, you have “editing powers.” Please ONLY edit your own page.

1. In the upper right-hand corner of the page, click on the “edit” button.
2. You can type text directly onto the page or cut-and-paste text from a Word document onto the page (Note: you may lose some formating/style components if you choose the cut-and-paste option).
3. When you are finished adding content to the page, click on “save.”

**Formatting Tips:**

* On the editing taskbar, you will find icons for using italics, boldface, underline.
* You can also change the color of the text or font style by clicking on the “style text” icon. (This icon looks like a little globe with a “T” on it).
* You can alter the size of the text by highlighting the line(s) of text and using the drop-down box to choose “heading” or “normal.”

**To embed a link to an outside webpage:**

1. Highlight the text on the wiki where you want the reader to click and access the link.
2. Click on the “link” icon.
3. Click on “web address.”
4. Where prompted, paste in the url address of the link to the webpage.
5. Click on “add link.”

**Other editing features:**

* On the editing task bar, there are buttons you may use to insert tables, bullet lists, and lines into your wiki page.
* You can also copy and paste photographs or graphics from other documents on to your wikipage. Unfortunately, the formatting of such cut-and-pasted items does not always “carry over” to the wikipage. My best advice is to spend a little time working with the wiki to see what design features work best for you.